

NAVFACINST 1650.2F
FAC 12R1
11 AUG 1997

NAVFAC INSTRUCTION 1650.2F

From: Commander, Naval Facilities Engineering Command

Subj: POLICY AND PROCEDURES FOR RECOMMENDATIONS FOR MILITARY
DECORATIONS AND UNIT AWARDS

Ref: (a) SECNAVINST 1650.1E

Encl: (1) Procedures for Preparing, Submitting and Processing
Awards
(2) Senior Member, NDBDM's memo of 24 Oct 97
(3) Sample Single Page Certificate/Citation
(4) VCNO Note of 25 Feb 97

1. Purpose. To promulgate policy and procedures for the preparation, submission and processing of military decorations and unit awards within the Naval Facilities Engineering Command (NAVFACENGCOM).

2. Cancellation. NAVFACINST 1650.2E.

3. Scope

a. Military decorations and unit awards have the extremely beneficial purpose of publicly recognizing and rewarding extraordinary, exceptionally meritorious, or conspicuously outstanding acts of heroism and other acts and services which are above and beyond that normally expected and which distinguish the individual or individuals from among those performing similar acts or services.

b. Superior performance in the execution of normal duties over an extended period of time is not necessarily a basis for a military decoration or unit award. Recommendations should therefore refer to specific achievements not previously recognized by a decoration or unit award, reflected in fitness reports or evaluations, meritorious masts, letters of commendations or other public recognition.

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c. Recommendations for a military decoration, to recognize a specific act or achievement distinct from normal assigned duties, may be submitted for consideration prior to the end of a tour of duty. Special achievement of this nature is most appropriately recognized by the Navy Achievement Medal, and should be awarded under the Commanding Officer's authority. Reference (a) applies.

d. Military decorations to personnel completing a career in the Navy should be given positive consideration as should the presentation of command plaques to personnel completing a particularly noteworthy tour of duty.

e. Enclosure (2) and (3) provide guidance for the preparation of the single page certificate/citation for the Navy and Marine Corps Commendation Medal and the Navy and Marine Corps Achievement Medal.

f. Enclosure (4) reflects CNO guidance on award levels, and should be considered when recommending upper level awards (Meritorious Service Medal and higher).

4. Action. The policies, procedures and criteria set forth by reference (a) and enclosures (1) through (4) shall be followed in the recommendation, preparation, submission and processing of military decorations and unit awards.

B. D. NEAL
Director of Seabee Support

Distribution:
SNDL (5 copies each)

FKN1, FKN13, FKN2, FF74, FA46, FB54, FT104, FKN7, FKN10

NAVFAC Internal List I

PROCEDURES FOR PREPARING, SUBMITTING AND PROCESSING AWARDS

1. Reference (a) specifies awarding authorities for military decorations and unit awards. All award recommendations submitted to COMNAVFACENGCOM shall be submitted on a floppy disk in Microsoft Word or via electronic transmission. To expedite processing, a copy of the 1650/3 should be faxed to code 12R1. Award Recommendations at the Meritorious Service Medal level or higher will be submitted via COMNAVFACENGCOM to CNO. For Navy and Marine Corps Achievement Medals and Navy and Marine Corps Commendation Medals exceeding Commanding Officer's authority, recommendations will be sent to COMNAVFACENGCOM for approval. For those award recommendations not requiring submittal to or via COMNAVFACENGCOM, a copy only is to be provided.
2. Unit awards, except for the Meritorious Unit Commendation, will be forwarded to the Secretary of the Navy through the chain of command. Meritorious Unit Commendations which do not include foreign military personnel, members of other services, or civilians, will be addressed to the Chief of Naval Operations. If such personnel are included, the recommendation will be forwarded to the Secretary of the Navy.
3. Award recommendations should be submitted in a timely manner to arrive at the awarding authority at least **eight weeks** in advance of the projected presentation date.
4. Recommendations for military decorations will be prepared on the Personnel Award Recommendation form, OPNAV 1650/3. However, for award recommendations sent to or via COMNAVFACENGCOM, the "Summary of Action" on the Personal Award Recommendation form should be separately attached to facilitate processing. All recommendations must be error free and appropriately justified and sufficiently detailed to allow proper evaluation and decision. Generalities should be avoided and specific examples of exceptional performance and manner of accomplishment together with the results and benefits derived therefrom should be presented. The amount of detail and supporting documentation required depends on the circumstances, however, Navy and Marine Corps Achievement and Commendation Medal recommendations' Summary of Actions should not exceed one page.

Enclosure (1)

5. Particular care should be exercised in preparation of the proposed citation which is a condensation of the Summary of Action. Recipients of awards are entitled to well-prepared citations. The citation consists of a standard opening sentence and closing, and a statement of heroic or meritorious achievement or service as further defined in reference (a). The citation must agree with the recommendation and Summary of Action as to rank/rate, date(s), duty station, assignment and accomplishment. It must be factual, contain no classified information, be adaptable to publication by the news media.

DEPARTMENT OF THE NAVY
OFFICE OF THE SECRETARY
1000 NAVY PENTAGON
WASHINGTON DC 20350-1000

24 October 1995

MEMORANDUM FROM THE SENIOR MEMBER, NAVY DEPARTMENT BOARD OF
DECORATIONS AND MEDALS (NDBDM)

To: Distribution List

Subj: SINGLE PAGE CERTIFICATE/CITATION FOR THE NAVY AND MARINE
CORPS COMMENDATION MEDAL AND THE NAVY AND MARINE CORPS
ACHIEVEMENT MEDAL

Ref: (a) ALNAV 084/94
(b) SECNAVINST 1650.1F

Encl: (1) Sample Single Page Certificate/Citation

1. In accordance with the changes set forth in reference (a) to reference (b), the following guidelines and enclosure (1) are provided in preparing the single page Navy and Marine Corps Commendation and Achievement Medals certificate/citation.

- NAVY AND MARINE CORPS ACHIEVEMENT MEDAL
Form Name: NAVSO 1650/12 Stock Number: 0104-LF-019-2900
- NAVY AND MARINE CORPS COMMENDATION MEDAL
Form Name: NAVSO 1650/11 Stock Number: 0104-LF-019-2800
- There should be (at least) a 1" right and left margin with full margin justification (both right & left). It should be typed in all capitalization and with the same size/point element or font (except the signature block which can be smaller).
- For subsequent awards: In parenthesis type number of award in all caps (eg. GOLD STAR IN LIEU OF THE THIRD AWARD) directly under the award title. This line should be centered within margins.
- The "TO" Line: In all caps type rank/rate followed by recipient first name, middle initial, last name and component spelled out (eg. CHIEF HOSPITAL CORPSMAN CHRISTOPHER L. MAYBERRY, UNITED STATES NAVY). This line(s) is centered within margins. Try to get information all on one line, if two lines are required the recipient's name should be on the first line if at all possible. For officers type corps directly after name (eg. LIEUTENANT NATHAN D. ADAMS, MEDICAL CORPS, UNITED STATES NAVAL RESERVE). For enlisted personnel who have qualified for one of the four warfare designators - Submarines, Aviation Warfare,

Surface Warfare or Seabee Combat Warfare - type designator directly after rate (eg. PERSONNELMAN FIRST CLASS (SURFACE WARFARE) NATHAN D. ADAMS, UNITED STATES NAVY). No other classifying designators should appear on certificate.

- The "FOR" Line: Use appropriate openings for each award (eg. MERITORIOUS SERVICE, MERITORIOUS ACHIEVEMENT, HEROIC ACHIEVEMENT for the Commendation Medal and PROFESSIONAL ACHIEVEMENT IN THE SUPERIOR PERFORMANCE OF HIS DUTIES, PROFESSIONAL ACHIEVEMENT for the Achievement Medal). The standard opening and closing sentences should always be used. Depending upon the element or letter font size you use, include as many additional sentences from the proposed citation as possible ensuring all typed information is above the seal.

- The Date Line: This should be the date the award is approved and correspond with Block 24 of the OPNAV Form 1650/3. Use all caps, numeric numbers, and three letter month abbreviations (eg. 18TH AUG 95).

- The Signature Line: Type in the words "FOR THE" directly in front of SECRETARY OF THE NAVY - try to match font/element size as close as possible. On the next line type awarding authority's name. On the next line type awarding authority's rank and component. On the next line type his official awarding authority title (see enclosure (1)). Abbreviate rank and titles only when necessary for space purposes but do not exceed three lines. The certificate must be signed by the awarding authority. This information is required on all certificates to ensure proper documentation and acceptance by NDBDM.

2. It is imperative that awarding authorities continue to submit the completed front original of OPNAV Form 1650/3. Until your supply of old certificates are depleted, you must continue to issue and submit to us a separate citation (reference (a) refers). Once you have depleted your supply of the old certificates, you will submit the single page certificate with member's social security number typed in the upper right hand corner with the OPNAV Form. Commands submitting recommendations to a higher authority for approval must still submit a proposed citation. However, the length can be shortened from 18 - 22 double-spaced typed lines to 10 to 12 lines (exception may be commands submitting only a proposed citation as justification). Awarding authorities should incorporate set submission procedures to their subordinates while ensuring Secretarial policy is adhered to. In addition, for those subordinate commands in your chain of command not listed on the distribution list ensure this memorandum and sample is distributed to their appropriate awards offices.

3. Do not hesitate to contact the Board for any additional information you may require in regards to this matter on (a) 221-8770 or (c) (703) 325-8770.

BARBARA A. WILSON
By direction

Enclosure (2)

DEPARTMENT OF THE NAVY
THIS IS TO CERTIFY THAT
THE SECRETARY OF THE NAVY HAS AWARDED THE
NAVY AND MARINE CORPS COMMENDATION MEDAL

(GOLD STAR IN LIEU OF THE THIRD AWARD)
TO
CHIEF HOSPITAL CORPSMAN CHRISTOPHER L. MAYBERRY, UNITED STATES NAVY

FOR

MERITORIOUS SERVICE WHILE SERVING AS SENIOR INSTRUCTOR, BASIC X-RAY TECHNICIAN SCHOOL, NAVAL SCHOOL OF HEALTH SCIENCES, SAN DIEGO, CALIFORNIA FROM AUGUST 1991 TO AUGUST 1995. CHIEF PETTY OFFICER MAYBERRY DEMONSTRATED EXCEPTIONAL LEADERSHIP AND ORGANIZATIONAL SKILLS IN IMPLEMENTING SWEEPING IMPROVEMENTS IN PATIENT CARE, STAFF PRODUCTIVITY, AND CLINICAL PROCEDURES. CHIEF PETTY OFFICER MAYBERRY'S INITIATIVE, PERSEVERANCE, AND LOYAL DEVOTION TO DUTY REFLECTED CREDIT UPON HIMSELF AND WERE IN KEEPING WITH THE HIGHEST TRADITIONS OF THE UNITED STATES NAVAL SERVICE.

GIVEN THIS 18TH DAY OF AUG 1995

FOR THE SECRETARY OF THE NAVY
HAROLD M. KOENIG
VICE ADMIRAL, MEDICAL CORPS, USN
CHIEF, BUREAU OF MEDICINE AND SURGERY

Enclosure (3)

Note from VCNO on Awards:

I am seeing an upward creep in the level of awards. While we do not want to reduce the use of the awards system to recognize outstanding performance, we want to reverse the trend of inflation of award level. Please understand the distinction. We are not trying to cut down on the use of awards by cutting down the number; we are trying to restore the significance of the upper end of the award levels.

Please consider this: the Chairman of the Joint Chiefs of Staff is going to get a Navy Distinguished Service medal when he retires, as is the CNO. Meanwhile, I have seen PQMSs recommended for Meritorious Service Medals as end of tour awards. Between the PQMS and the CJCS there is only the Legion of Merit. We cover a lot of ground with only three different awards.

Clearly, we have got to restore the use of the DSM, the LOM and the MSM to the purpose for which they were intended. I request your help in this effort by considering the following as rough guidelines when reviewing awards;

- DSM is appropriate for four star end of tour and three and four star retirements. There may be an occasional exception for a two star retiring after an unusually long total career.

- LOM is appropriate for one and two star end of tour awards and O-6 and one and two star retirements. There may be frequent O-6 end of tour circumstances (usually major command) that might warrant an LOM.

- MSM is appropriate for O-5 command and O-6 non-command end of tour awards and O-5 retirements. Span of responsibility considerations would also make some enlisted E-9 retirements and end of tour awards appropriate at this level. If an MSM is appropriate for O-5 command tour completion, by inference we would conclude it is generally too high for O-4 staff end of tour.

Obviously there are exceptions, but they would be exceptions and not the rule. Almost every award at this level is originated or endorsed by a flag, so consensus among ourselves will send this trend moving in the right direction and not require the SECNAV awards board to do the policing function for us.

ADM H. W. Gehman, Jr.

Vice Chief of Naval Operations

Enclosure (4)